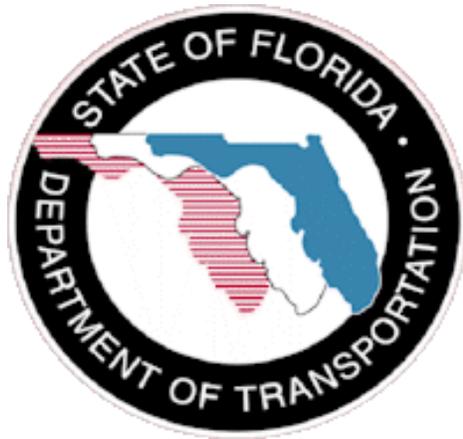


Florida Department of Transportation



User Guide (Internal)

MOT Form 700-50-67/68

October 2016
 Document Control

Version	Change	Made By	Date
0.1	Document created	Mike Johnson	03/10/2016
0.2	Digital Signature Clarification – page 6	Ashley Anderson	09/09/2016
0.3	Save As & Export Clarification – page 2 & 5	Sherry Valdez/Kristin Brown	10/13/2016
0.4	Saving a Signed File from Email	Ashley Anderson	11/9/2016
0.5	Note for Multi-FIN Projects	Ashley Anderson	11/15/2016

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NOTE FOR CONTRACTS WITH MULTIPLE FINANCIAL PROJECT NUMBERS

There is a known issue with the **MOT Form 700-050-68/68** for contracts with multiple financial project numbers (FIN). Follow the instructions below until it is resolved:

1. Generate the spreadsheet as directed in the instructions.
2. Save a copy of the spreadsheet for each project in the contract (i.e., if the contract has 3 FINs, save 2 copies, so you have a total of 3 files).
Recommendation: Name the files by FIN for easy reference.
3. Only add dailies and enter quantities in each spreadsheet for the subject project.
4. Update the summaries as directed in the instructions.
5. Verify the quantities are correct prior to submittal.
6. Export and sign the certification for each project as directed in the instructions.
7. The certification for each project will be submitted as a separate file to the PA.

IMPORTANT! Leave all summary sheets in each duplicate spreadsheet to avoid errors.

INTRODUCTION

Welcome to the **MOT Form 700-50-67/68**. The purpose of this document is provide guidance on how to properly use the Excel form.

Opening Form

Note: This form can be retrieved using two different paths:

- The first option is the [Forms and Procedures website](#) which provides a direct link to the Construction Site Source website (see below).

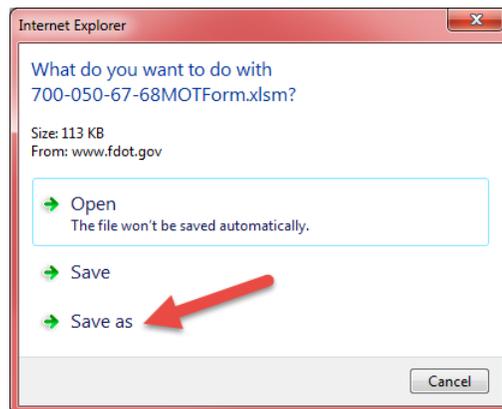
700-050-67	MOT - Painted Pavement Markings - Daily Worksheet	12/2003	 Other Site
700-050-68	MOT - Painted Pavement Markings - Contractors Monthly Certification of Quantities	02/2011	 Other Site

- The second option is directly from the [Construction Site Source website](#) (see below). Click on the form number to open the Excel file.

MOT - Painted Pavement Markings Daily Worksheet & Certification of Quantities **(Combined Form)** **700-050-67/68 new**
Instructions for Form

Opening form from the Construction Office website)

Before the form file will open, a window will appear prompting the user to: Open, Save, or Save As (see window below).



If *Open* is selected, the form will open from the website as an Excel file.

If *Save* is selected, the form will save to a default location determined by the user's computer and typically unknown to the user. It is not recommended that this be selected. If it is option chosen, please note where the computer saves it.

If *Save As* is selected, the form will be saved to a location specially chosen by the user. **This is the preferred choice** and will be beneficial when the file is exported (as discussed later in the instructions).

Once the Excel file is opened, a prompt to enable editing and/or enable content may appear. In order to use this form editing and enable content must be enabled. If asked to trust a process, choose "Yes".

The security warning will look like this:

 **SECURITY WARNING** Macros have been disabled. Enable Content

The form will check for an internet connection. If no connection is found, a notice to that effect will appear on the screen.



If connected to the internet, the form will prompt to provide a valid Contract ID, then the form will obtain contract and pay item data from the FDOT servers.



Main Menu

The Main worksheet tab at the bottom of the form allows for adding new daily worksheets, updating the summary pages and exporting the worksheets prior to submitting to FDOT.

Add New Daily Worksheet

Daily worksheets can be added as needed. However, it is recommended to only add one for each day.

Daily Worksheets

Daily worksheets are used to record each day's quantities, location, and any special remarks concerning each pay item.

IMPORTANT! DO NOT rename these worksheet tabs.

Doing so will break the code and the form will no longer work.

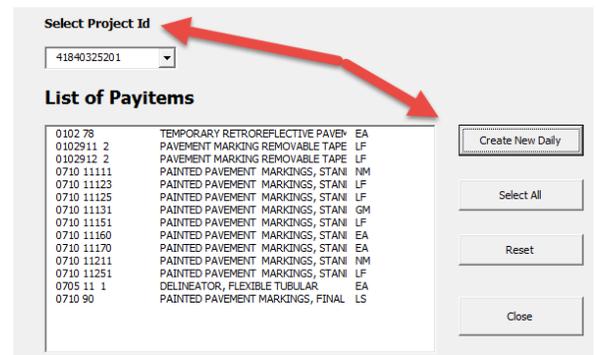
Note: Any changes to these daily worksheets will not show up on the summary page until they have been updated from the main menu.

Add a new daily by selecting the "Add New Daily Worksheet" button.



1. A list of pay items by Project ID will appear.
 - a. First select the Project ID from the pull down tab.
 - b. Select all the items to be reported on this Daily worksheet. You may use the "Select All" button if you need all items.

Tip: You may select all items every time and just record 0 for the unused quantities.
 - c. Select "Create New Daily".



Add Quantities to Daily Worksheet

1. Select the appropriate daily worksheet tab at the bottom of the form.
 - a. **Note:** Each daily will be named as follows:
 - i. **Project ID Number** underscore **Daily** Sequence Number
Example: 2100035201_Daily1
IMPORTANT! DO NOT rename these worksheets.
Doing so will break the code and the form will no longer work.
2. Enter the Date: Cell P5.
3. Enter the Certification Number: Cell C5
4. Enter the name of the person certifying the quantities: Cell N7
5. Enter quantities in Column J starting on Row 12 for each reported item
6. Enter Location in Column L starting on Row 12 for each reported item
 - a. Location is Required
7. Enter Remarks in Column N starting on Row 12 for each reported item
 - a. Remarks are not required.

Remove Quantities from Daily Worksheet

There are two options for removing quantities from the daily worksheet.

Option One

1. Select the row of the item to be removed and delete that row.

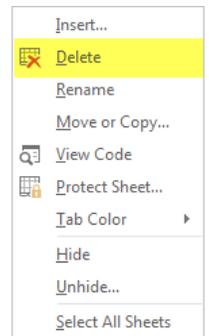
Option Two

1. Set the quantity for the item to zero.
 - a. This item will be filtered out on the summary page.

Remove or Delete Daily Worksheet

A daily worksheet may be deleted at any time. Doing so will not update the summary worksheet. The summary pages must be updated manually on the main tab if any of the daily worksheets are deleted or modified.

Right click on the daily worksheet tab to be removed or deleted, then select Delete.



Update Summary Worksheets

To update the summary worksheet, the quantities from the dailies for each project are collected and summed. This process must be done each time you make a change to one of the dailies.

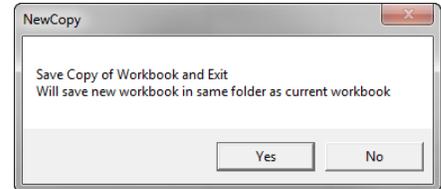
1. On the 'Main' tab, select the "Update Summary Worksheets" button. Once the process is complete. A status message will be displayed:

Done Updating Summaries

Export Sheets and Close

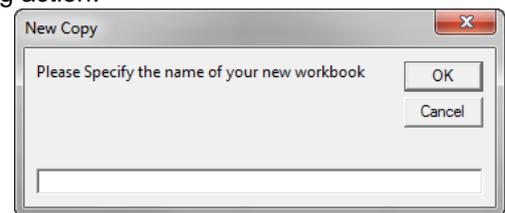
Selecting the "Export Sheets and Close" button on the 'Main' tab will export all summary and daily worksheets to another worksheet. This step is important in order to remove the program code and to make the file smaller for submittal to FDOT.

Note: It is important to save the spreadsheet prior to exporting. The exported worksheet will be saved in the same location as the original Excel spreadsheet (as discussed on Page 2); therefore it is crucial to note where the spreadsheet is saved prior to exporting. The opportunity to change the location of the saved file will not be allowed during the export process.



Signature blocks must be added to the form prior to exporting (see Digital Signature section below). However, the signature blocks do not need to be digitally signed until after the worksheet has been exported. The form will not export if it is digitally signed.

1. On the Main tab, select the "Export Sheets and Close" button
2. A window will appear asking for confirmation of the exporting action.
3. Select "Yes" to proceed or "No" to cancel.
4. Provide the name of the new workbook and select "OK".
5. The currently opened workbook will close and the new workbook will be saved in the same folder where the original one is located.



This Workbook shall be signed and submitted to the Department or uploaded to the collaboration site (i.e., Project Solve) as an Excel file.

IMPORTANT! Follow all current procedures related to EDMS.

Digital Signature

The use of digital signatures is supported by selecting the check box in the upper right corner of the Main Menu. To insert digital signature blocks on the Summary page, select the Digital Signature check box and "Update Summary Worksheets". (Unchecking this check box will remove the digital signatures blocks and insert the standard signature block.)

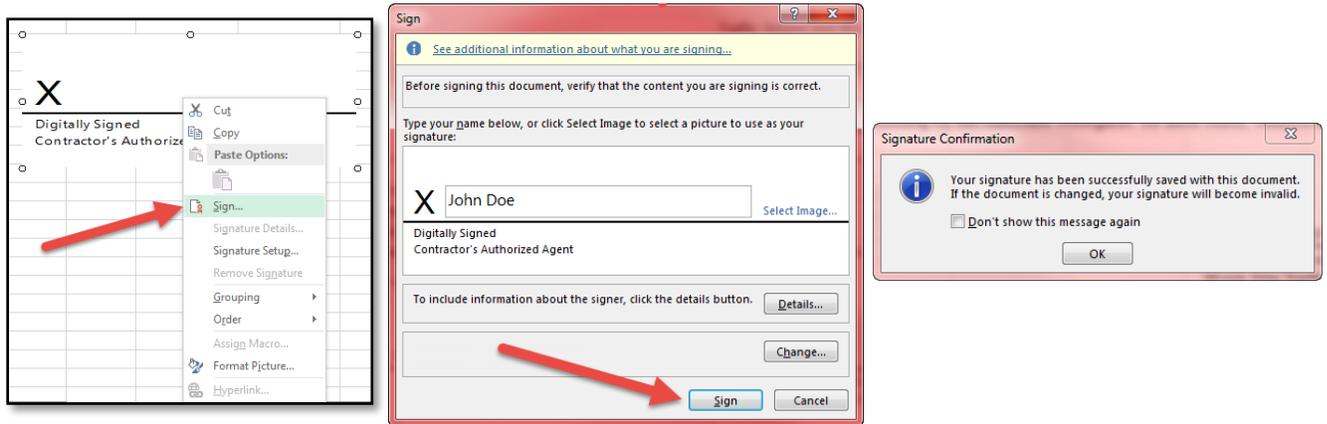
NOTE: Digital signatures are **required** for use on projects let July 2016 and after. The digitally signed Excel file shall be submitted to FDOT. Do not print a digitally signed file and submit as a PDF.



To add a digital signature to an exported worksheet:

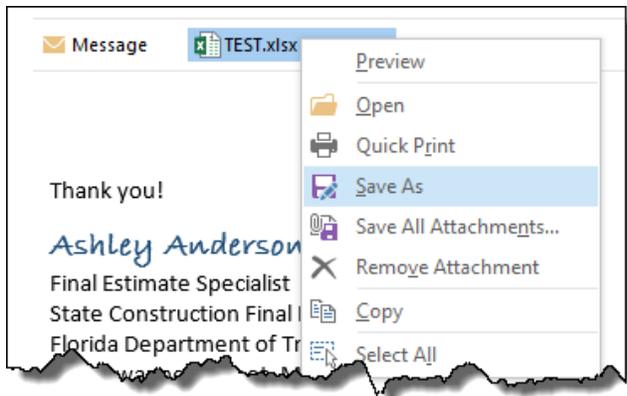
1. Open the Summary worksheet to be digitally signed.
2. On the "Summary" sheet, right-click on the "Digital Signature" box and select "Sign"

3. Enter your name in the text box and select “Sign”. Accept the Signature Confirmation prompt by selecting “OK”.



Saving a Signed File from Email

To obtain multiple signatures on the form, it is likely the form will be emailed from user to user. Right-click on the attachment and select "Save As" or "Save All Attachments".



NOTE: Do not double click to open and save the file. The digital signatures will be removed.



Additional Information

Additional guidance on digital signatures, how to obtain them from providers and how to properly use them can be accessed on FDOT’s Construction website at:

<http://www.fdot.gov/construction/eConstruction/DigitalSignatures.shtm>

Reset

The "Reset" button on the 'Main' tab will reset the workbook to the default contract state. It will delete all worksheets and recreate the summary sheets for each contract.

1. Select the “Reset” button
 - a. A window will appear asking for confirmation of the action.
 - b. Select “Yes” to proceed or “NO” to cancel.
 - c. Provide the Contract ID.
 - i. Once you provide the Contract ID, select “OK” to reset the form.

